



*City of Atlanta*  
*Mayor's Office of Special Events*  
*"Guide to planning an event in the City of Atlanta"*



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## **PERMITS AND LICENSES**

### **Outdoor Festival Permit**

If you are planning an Outdoor Festival in the City of Atlanta with more than 250 people on Public Property or 500 people on Private Property that includes all of the following elements, you will need to complete an Outdoor Event Application:

- Erection of Stages, booths or tents (or any other temporary structures)
- Selling of merchandise, food/beverages and/or alcohol
- Street or lane closures

If you are planning an event **in a park** with any number of attendees with the following elements, you will need to complete an Outdoor Festival Application:

- Amusement Permit Application (for moonwalks, dunk tanks, and other large inflatable games, if applicable)
  - City of Atlanta Bureau of Buildings and Atlanta Fire Rescue Department do not govern Amusement Permits.
- Live or Amplified Music
- Commercial Advertising or Product Sampling

You must obtain an Outdoor Festival Permit before you can have an event, whether you are a Commercial or Non-Commercial organization or agency. **The Outdoor Event Application must be submitted at least 90 days prior to the start date of the event.**

**A Completed Outdoor Festival Application Package should include the following:**

- Outdoor Festival Application
- Proof of Insurance (festivals with over 9,999 attendees)

\*Please note: If any aspect of the application is not applicable, please indicate by marking N/A by those sections

\* Outdoor Festival Applications are not accepted via Facsimile



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**Assembly Permit**

An "Assembly" consists of people, animals or vehicles, or any combination of having a common destination or goal that temporarily closes or obstructs all or part of any City park, street, sidewalk, or other public right of way.

**Any of the events listed below are considered an "Assembly:"**

- Parade
- Motorcade
- Promenade
- Show
- Exhibition
- March
- Procession of any kind (with persons, vehicles, animals, or a combination of the three)
- Race (walk, run, or bike)
- Rally
- Demonstration

**The following events are not considered an "Assembly:"**

- A funeral procession (call APD, Special Operations for more information on funeral and wedding processions, (404) 209-5260)
- Students going to and from school
- A governmental agency acting within the scope of its agency

You must obtain an Assembly Permit before you can have an event on City of Atlanta property, whether you are a Commercial or Non-Commercial organization or agency. **The Assembly Application must be submitted at least 30 days prior to the start date of the event.**

**A complete Assembly Application should include:**

- Assembly Permit Application
- Any Applicable Fees (please see fee schedule)

\* Assembly permits do include the right to vend



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**Neighborhood Block Party**

If you would like to host a Neighborhood Block Party with more than 75 people on public or private property then you will need to submit the following information:

- Large Gathering Permit Application

You may be required to fill out one or more of the applications/plans below if your events include any of the elements listed below:

- Temporary Street/Lane Closure Permit Application (if applicable)
- Emergency Services Plan (for 250 people or more)
- Fire Safety Plan (if your event includes banners, tents or outdoor cooking)
- Restroom Plan (if applicable)
- Amusement Plan (if applicable)
- Amplification Permit Application (if applicable)

A completed request for a Neighborhood Block Party should include the elements listed above and be mailed or faxed to the Mayor's Office of Special Events.



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**BBQ, Family Reunion or Other Event in a City Park (more than 75 people)**

If you would like to host an event in a city park that does NOT include the erection of stages or tents larger than 10 x 10, commercial advertising or product sampling, amusement rides/activities, selling of merchandise, selling of food/beverages and/or alcohol, then you need to submit the following:

- Large Gathering in a Park Application

You may be required to fill out one or more of the applications listed below depending on the elements of your event.

- Emergency Services Plan (required for 250 people or more)
- Fire Safety Plan (if event includes banners)
- Sanitation Plan
- Restroom Plan (Portable Toilets required for groups of 100+)
- Park Facilities Application (to rent picnic pavilions, if applicable)

A completed request and applicable applications for an event in a City Park should include the elements listed above and be mailed or faxed to the Mayor's Office of Special Events.



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**Gathering at a Religious Institution or School Parking Lot with 500 people or more**

If you would like to have a Gathering in a Church or School Parking Lot with 500 people or more, then you need to submit the following:

- Large Gathering Application

If your event will include more than 250 people, you will be required to fill out the following applications/plans in addition to the Large Gathering Application:

- Emergency Services Plan (required for 250 people or more, if applicable)
- Restroom Plan (Portable Toilets required for groups of 250+)

And, depending on the elements of your event, you may also need to fill out the following applications/plans:

- Fire Safety Plan (only applicable if your event includes banners, tents, or outdoor cooking)
- Amusement Permit Application (for moonwalks, dunk tanks, and other large inflatable games, if applicable)
  - Bureau of Buildings or Atlanta Fire and Rescue do not govern amusement Permits.
- Sanitation Plan

A completed request and applicable applications for an event or gathering at a Church or School should include the elements listed above and be mailed or faxed the Mayor's Office of Special Events.



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**Independent Sub-Permits**

**The following sub-permits can be applied for independently in the absence of an Outdoor Event Permit.**

If you have any questions regarding the need to complete any sub-permit, please contact the Mayor's Office of Special Events, (404)330-6741.



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**Photo/Video Permit**

If an applicant would like to shoot in a City park, one would need the following:

- To fill out the application for a photo shoot in a City of Atlanta Park
- Turn in the application at least 10 days prior to the shoot
- Include a \$1,000,000.00 liability Insurance policy listing the City of Atlanta as additional Insured.
- Remember....no vehicular traffic is allowed off of the paved areas in the park.
- To be very specific about the area(s ) within the park the shoot will take place

A completed request and applicable applications for a photo shoot in a City Park should include the elements listed above and be mailed or faxed **at least 10 days prior to the date of the shoot to the Mayor's Office of Special Events.**

\*Upon approval, you will receive an approved version of the application via fax.

\*Photo Shoot Applications may be submitted via fax





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**Temporary Structure Permit**

A Temporary Structures Sub-Permit is needed when an outdoor event includes:

- A tent that is 200 sq. ft. or larger (10 x 20 or larger)
- Two or more tents that are closer than 12 ft. apart, regardless of the size of the tent (if closer than 12ft. you will need a building permit)
- A non- tent (stage) that is 120 sq. ft. or larger
- Any type of temporary structure that is 100 sq. ft. or larger in a park
- Any type of temporary structure that will contain a cooking device that uses electricity, gas, or a flame.

**Fees: \$65.00-** Tents (200 sq ft or larger, or closer than 12 ft apart) (10 x 20 or larger)

**\$50.00-** Non-tent temporary structure that are 120 sq. ft. or larger (to be paid to the Bureau of Buildings)

**\$66.00-** Non-tent temporary structure that are 120 sq. ft. or larger, i.e. a stage (to be paid the Fire Rescue Department)

**\$66.00-** Temporary Structures with a cooking device, smaller than 120 sq. ft.

**No Fee-** Temporary Structures that are 100 sq. ft. or larger inside a City park

You must obtain a Building Sub-Permit before you included tents, stages, etc at your event. **The Building Sub-Permit Application must be submitted at least 30 days prior to the start date of the event to the Mayor's Office of Special Events.**

**Examples: If you have one of these types of events, you will need to fill out the Temporary Structure Permit Application.**

- If you are having an event at a private residence and want to erect a tent larger than 10 x 20, you will need to fill out this application.
- If your business wants to erect a tent for an outdoor tent sale and the tent(s) are larger than 10 x 20, you will need to fill out this application.
- If your school wants to set up a tent larger than 10 x 20 for a bake sale in a parking lot, with less than 500 people, you will need to fill out this application.

These are only examples, if you have any questions regarding the need to fill out this or any sub-permit, please contact the Mayor's Office of Special Events, (404)330-6741.

\*Temporary Structure Sub-Permit Applications may be submitted via fax



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**Amplification Permit-** is required when an amplification device (amplifier, speakers, microphone, etc.) will be utilized at an Outdoor Event located on Public Property, or at a permitted Outdoor Event located on Private Property.

**Things to Consider....**

**2007 Noise Ordinance**

At the discretion of a police officer and as an alternative to making a determination based upon the ambient sound level or absolute sound level, the following standards shall be used for sounds emanating from any noise source located on any residential property, commercial property, or public property:

1) During daytime hours, sound emanating from any noise source shall be limited in volume, tone and intensity so that the sound shall not be plainly audible to any person at a distance of 200 or more feet from the real property line of any private property on which the noise source is located, or from any noise source located on any public property or public right-of-way.

2) During nighttime hours, sound emanating from any noise source shall be limited in volume, tone and intensity so that the sound shall not be plainly audible to any person at a distance of 50 or more feet from the real property line of any private property on which the noise source is located, or from any noise source located on any public property or public right-of-way.

**Fee:** There is no fee for an Amplification Sub-Permit

You must obtain an Amplification Sub-Permit before including amplified sound at your event. **The Amplification Sub-Permit Application must be submitted at least 30 days prior to the start date of the event to the Mayor's Office of Special Events.**

\*Amplification Sub-Permit Applications may be submitted via fax



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**Banner Permit**

A Banner Sub-Permit is required for all Outdoor Events that will have any Banners at the Outdoor Event.

You will need: to indicate whether or not the Sub-Permit is being submitted with the issuance of the Outdoor Event Permit or at the time of set-up of the Outdoor event.

- If you are submitting the **Banner Sub-Permit with the appropriate Outdoor Event Permit**, you need to include a **sample of the Banner material** along with the Sub-Permit Application, and the **Certificate of Flammability from the Banner's Fabric manufacturer**.
- For issuance of the **Banner Sub-Permit at the time of set-up**, the Fire Rescue Department will obtain copies of the **Certificate of Flammability** from the **Banner's fabric manufacturer and/or will test the banner fabric on- site** at the Outdoor Event.

You must obtain a Banner Sub-Permit before including banners at your event. **The Banner Sub-Permit Application must be submitted at least 30 days prior to the start date of the event to the Mayor's Office of Special Events.**

**Example: If you have a circumstance similar to this one, it is likely you will need to fill out the Banner Sub- Permit Application.**

- If you are advertising an Outdoor Event at a church or a school and are expecting less than 500 people, you will need to complete a Banner Sub-Permit Application.

This is only an example, if you have any questions regarding the need to fill out this or any sub-permit, please contact the Mayor's Office of Special Events, (404)330-6741.

\*Banner Sub-Permit Applications may be submitted via fax



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**Electricity Permit (must be submitted/and or filled out by a licensed electrician)**

An Electricity Sub-Permit is required where supplemental electricity will be used at an Outdoor Event on Public Property or at a permitted event on Private Property.

**Supplemental Electricity:** Supplemental Electricity means all electrical devices except for outlets mounted by the City and grounded extension cords. Generators and additional electrical wiring are also considered Supplemental Electricity.

**There are two ways to obtain an Electricity Sub-Permit**

**1. Directly from the Bureau of Buildings Electrical Division**

- The applicant will need to submit the front page of the Electricity Sub-Permit that states the Sub-Permit is being obtained directly from the Bureau of Buildings.

**2. Directly to the Office of Special Events (as a part of an Outdoor Events Application)**

- The applicant will need to submit the Electricity Sub-Permit Application, with the necessary Fee to the Office of Special Events no later than 30 days prior to the start date of the Event.
- The Sub-Permit is subject to inspection of electrical service at the time service commences.

Fee: \$50.00 (checks or money orders can be made out to the City of Atlanta)

You must obtain an Electricity Sub-Permit using supplemental electricity at your event. **The Electricity Sub-Permit Application must be submitted at least 30 days prior to the start date of the event to the Mayor's Office of Special Events.**

Contact your licensed electrician if you have any questions or concerns about supplemental electricity.

\*Electricity Sub-Permit Applications may be submitted via fax



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**City of Atlanta, Office of Special Events Staff**

**W. Imara Canady**  
**Special Assistant to the Mayor/ Special Events Manager**  
[icanady@atlantaga.gov](mailto:icanady@atlantaga.gov)

**Leigh Davis-Turner**  
**Special Events Coordinator**  
[ldturner@atlantaga.gov](mailto:ldturner@atlantaga.gov)

**Natasha K. Berry**  
**Special Events Assistant**  
[nberry@atlantaga.gov](mailto:nberry@atlantaga.gov)

**Mayor's Office of Special Events**  
55 Trinity Avenue, SW  
Suite 2400  
Atlanta, Georgia 30303  
(404) 330-6741

**City of Atlanta Special Events Committee Agencies**

Atlanta Police Department, Special Operations Section  
Department of Public Works  
Department of Parks and Recreation  
Department of Fire and Emergency Medical Services  
Department of Planning and Community Development, Bureau of Buildings  
Department of Planning and Community Development, Bureau of Planning